

U. S. Bankruptcy Court, Western District of Texas
CM/ECF DOCKETING PROCEDURE
For Attorneys
ORDER UPLOAD

This docketing procedure is completed as part of the proposed order upload of the CM/ECF Bankruptcy software for the Western District of Texas.

STEP 1 Click on either the Bankruptcy or Adversary hypertext link on the **CM/ECF MAIN MEU BAR**

STEP 2 Click on **Order Upload**. (See figure 1 below)



figure 1

STEP 3 Click on **Upload Single**. (See figure 2 below)

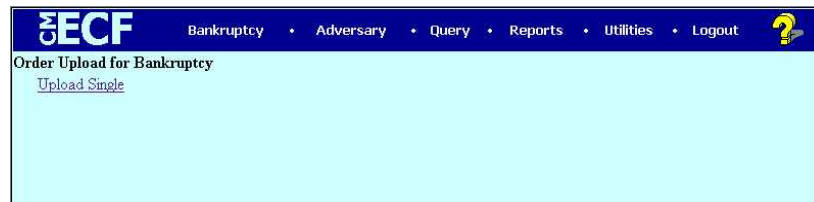
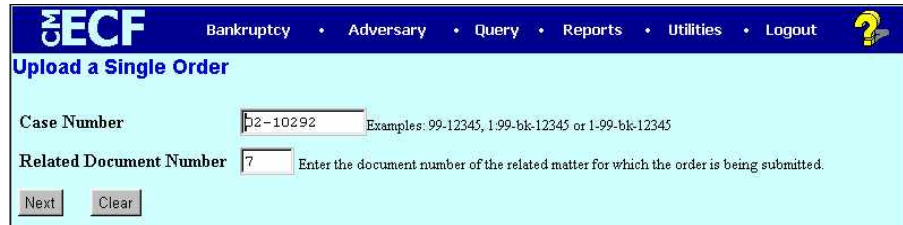


figure 2

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- STEP 4** Enter the Case Number and the Related document of the proposed order being uploaded. Click Next. (See figure 3 below).



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

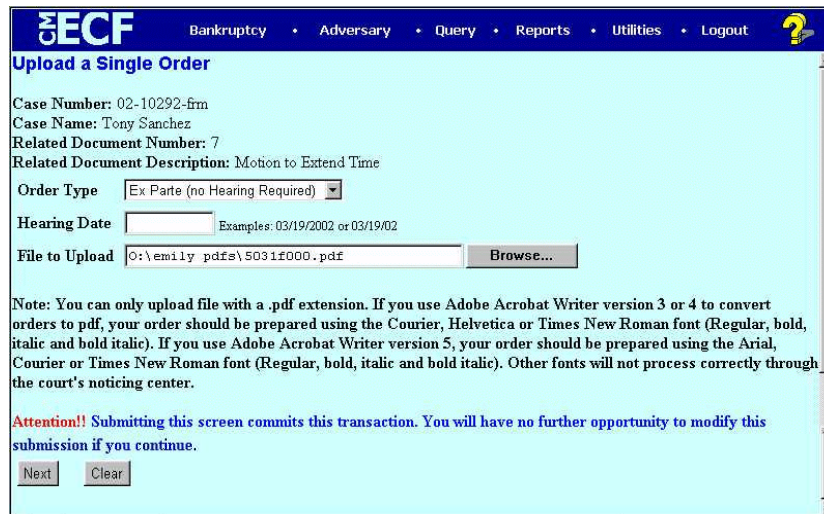
Upload a Single Order

Case Number Examples: 99-12345, 1-99-bk-12345 or 1-99-bk-12345

Related Document Number Enter the document number of the related matter for which the order is being submitted.

figure 3

- STEP 4** Select a type of order from the **Order Type** drop down box. If a hearing date has been *held* on the pleading you filed or is *scheduled for future date*, enter data in the **Hearing Date** field. Enter the related document number in the next field. Upload order by clicking the Browse Button. Click Next. (See figure 4 below).



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Upload a Single Order

Case Number: 02-10292-fm
Case Name: Tony Sanchez
Related Document Number: 7
Related Document Description: Motion to Extend Time

Order Type

Hearing Date Examples: 03/19/2002 or 03/19/02

File to Upload

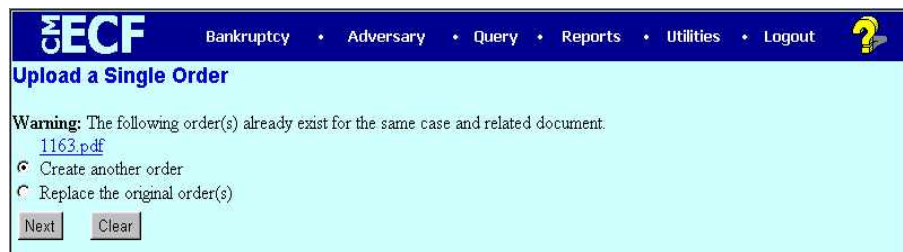
Note: You can only upload file with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your order should be prepared using the Courier, Helvetica or Times New Roman font (Regular, bold, italic and bold italic). If you use Adobe Acrobat Writer version 5, your order should be prepared using the Arial, Courier or Times New Roman font (Regular, bold, italic and bold italic). Other fonts will not process correctly through the court's noticing center.

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

figure 4

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If an order has already been uploaded for the underlying document you are attempting to submit a proposed order for, you will see the following screen prior to the screen in **figure 4**. You will need to choose whether or not to replace the previously uploaded order. This would normally be the case, however there are instances when more than one order will relate to an underlying pleading such as Omnibus Objections to Claims, etc. (See **figure 5** below)



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a light blue header area with the text "Upload a Single Order". The main content area is white and contains a warning message: "Warning: The following order(s) already exist for the same case and related document." followed by a link "1163.pdf". Below the warning are two radio button options: "Create another order" (which is selected) and "Replace the original order(s)". At the bottom of the form are two buttons: "Next" and "Clear".

figure 5

Proceed with instructions at beginning of **Step 4**.

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STEP 5 The Upload Successful screen appears and recounts the selections you made during the transaction. If you made a mistake, please contact the clerk's office immediately. If you wish to continue to upload orders, click **Do it again**. If you have completed uploading orders, select another option from the blue **Main Menu Bar** or logout of the system. (See figure 6 below)

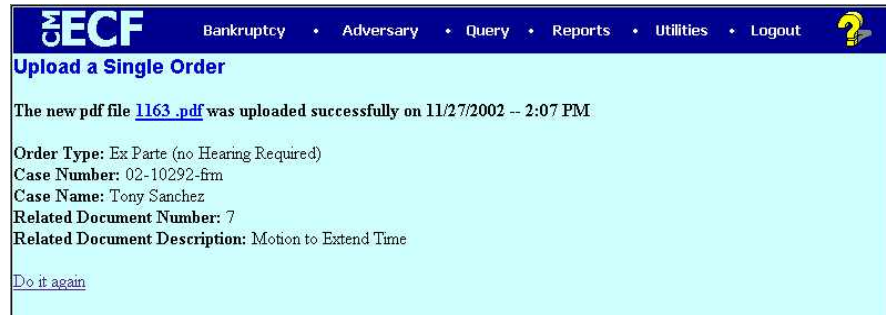


figure 6